



CITY OF ATLANTA

Job Announcement

Properties and Airline Relations Director

STARTING SALARY: \$64,262

Salary Grade: 35

Applications Accepted From: April 12, 2005 - Until Vacancy Filled

Minimum Job Requirements

Applicants for this position must have a Bachelor's degree in Business Administration (Concentration in Real Estate), Aviation Management, MBA preferred with a concentration in Retail Estate; 5-10 years of extensive experience in airport property and marketing environment, directing the property management function at a large-hub or large medium-hub airport, or experience as a senior property administrator for an airline. Must be able to negotiate business terms, interpret and consistently apply City policies, prepare correspondence, leases and agreements in a form ready for legal review; prepare agenda items and present and defend recommendations. Supervisory experience directing lease administrators and clerical staff. Comprehensive understanding in legal bases for leases and agreements; legal background helpful, but not necessary.

Duties of the Job

This employee will be responsible for the negotiation, administration, preparation, and execution of all leases, agreements, and permits except those reserved for others (e.g., parking, ground transportation); directs and supervises staff members in carrying out these responsibilities; manages the day-to-day relationship between the Airport and the tenant airlines and maintains good communication, assists in resolving problems, provides requested data and information required by the airlines and the Airline Affairs Committee; advises the Assistant General Manager – Commercial and senior management on matters related to the airline business relationship, including potential changes in the Airport Lease and Use Agreement and other leases and agreements between the Airport and City on the one hand and the individual airlines on the other; responsible for ensuring that the accounting and billing system, including PROPworks, have the appropriate data for calculating and billing individual tenants; prepares agenda items, leases and agreements to document leases and agreements and obtain City approval, subject to review by the City Attorney's Office for legal form and sufficiency.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30335-0306

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION. THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION."

PERSONS MUST ALSO SUCCESSFULLY UNDERGO A FEDERAL BUREAU OF INVESTIGATIONS FINGERPRINT BASED CRIMINAL HISTORY RECORDS CHECK PRIOR TO ASSUMING THIS POSITION. POSITIONS MAY ALSO HAVE TO OBTAIN PRIOR TO AND MAINTAIN SECURITY CLEARANCE TO THE RESTRICTED AREAS OF THE AIRFIELD AND TERMINAL.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.